



DEPARTMENT OF
NEIGHBORHOOD SERVICES
841 N BROADWAY
MILWAUKEE, WI 53202

ADDRESS _____

OCCUPANCY _____

EXITS:

- ☐ Provide exit doors (3'-0" X 6'-8")
- ☐ Provide illuminated exit signs at exit doors
- ☐ Provide exit lights at _____
- ☐ Provide 2 required exits per floor/occupancy
- ☐ Common exit path of travel exceeds 75 feet
- ☐ Total exit distance exceeds 200 feet
- ☐ Exit door must swing in the direction of egress
- ☐ Install exit door hardware that can be readily opened or install panic exit hardware
- ☐ Remove key locks, bolts or gates from exit doors

ISOLATION OF HAZARDS:

- ☐ Provide a 1-hour fire-rated enclosure for furnace/boiler and water heater or provide an analysis from an architect or engineer documenting that the enclosure is not required
- ☐ Provide _____ hour fire separation from adjacent occupancy
- ☐ Provide _____ hour fire separation _____
- ☐ Repair holes in boiler room and repair or replace fire-rated door with closing device and latch
- ☐ Provide _____ hour fire-rated occupancy separation between floors _____
- ☐ Provide a one hour fire-rated separation between the storage area (>100 square feet) and adjacent occupancy areas

FIRE PROTECTION:

- ☐ Install fire alarm system
- ☐ Install an automatic sprinkler system throughout the building
- ☐ Install an automatic sprinkler system throughout the fire area _____
- ☐ Install smoke detection system
- ☐ Install standby emergency power
- ☐ Install required fire extinguishers

OCCUPANCY INSPECTION REPORT

SANITARY FACILITIES:

- ☐ Provide _____ additional water closets
- ☐ Provide accessible restroom
- ☐ Provide separate restroom facilities for each sex
- ☐ Provide _____ required bath tub(s)/shower(s)

VENTILATION:

- ☐ Provide outside fresh air at 7.5 CFM per occupant through mechanical ventilation (operable windows may not be used to substitute)

ACCESSIBILITY:

- ☐ Provide accessible entrance to building or occupancy
- ☐ Provide accessible route to all major functions of occupancy

STAIRWAYS:

- ☐ Provide a _____ hour fire-rated stairwell from _____ to _____
- ☐ Install required handrail on stairs _____
- ☐ Install fire-rated doors with self-closing devices and latches at stairwell entrances

GENERAL:

- ☐ Provide a scaled, detailed floor plan showing rooms, room sizes, corridors, exit paths and exits and a plan of operation that details use of each room and the number of occupants in each room (if child care, also provide the ages of children in each room)
- ☐ This building exceeds 50,000 cubic feet. You must submit detailed plans and an analysis prepared by a Wisconsin registered architect or engineer
- ☐ The building contains a boiler. The boiler must be inspected before the final occupancy will be issued. Call 286-2514 to schedule a boiler inspection

☐ OTHER: _____

DATE: ____/____/____

APPLICANT: _____

INSPECTOR: _____

PHONE: 286-_____